
Airport IQ

Virginia Sponsors Guide

The *Airport IQ: Virginia Sponsors Guide* has been prepared to assist sponsors with the online submission of project funding requests to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections:

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1.0 Introduction to Airport IQ

Airport IQ System Manager, referred to in this guide as Airport IQ, is a software application developed for the management of state aviation systems. DOAV is using Airport IQ to manage data on Virginia airports, evaluate project funding requests, and manage grants. Virginia airport sponsors will use Airport IQ to submit funding requests online.

Airport IQ is a web-based program. As such, changes to or between screens will not always be instantaneous. DOAV will supply sponsors with the website address for the Virginia Airport IQ application.

1.1 Overview of Airport IQ

The data in Airport IQ is organized into menus and modules within each menu. Menus are displayed in a bar at the top of the screen, and the modules are displayed in the navigation bar along the left side of the screen. The menu and navigation bars are always displayed. When a module is selected using the cursor, the title of the module in the navigation bar will change from black to red.

Airport sponsors will use the General Information and Grant Requests module under the Facility Data menu. An airport sponsor will only be able to view General Information module data for that sponsor's airport and will only have access to enter and submit project funding requests for that sponsor's airport. DOAV will use the Airport Activity, Facility Information, Grants, Inspections, Document Library, and Maps/Graphics modules for request evaluations, project management, and data management.

After the login process is complete, Airport IQ will open to the General Information module. The module screen will first open with just the menu and navigation bars. The sponsor's airport must be selected in order for data to populate the screen. A sponsor can move to the Grant Request module before making an airport selection.

To select an airport:

1. Open the airport drop down box located on the menu bar.
2. Use the scroll bar to move through the list of airport names.
3. Click on the airport name.

1.1.1 Grant Requests Module

Through the Grant Requests Module, sponsors will be able to submit project funding requests to DOAV. This process will involve entering project names and information and uploading supporting documentation. The final step in the process is the submission of projects for evaluation and recommendation to the Virginia Aviation Board.

1.1.2 General Information Module

Through the General Information module, sponsors will be able to view general facility information about their airports. This module provides a variety of information, including:

- facility address, associated city, and location
- VATSP role and FAA service level
- approval dates for airport layout plan and airport safety zoning
- planning district and Virginia Aviation Board region
- minimum standards compliance and airport maintenance condition
- owner and manager contact information

1.2 System Requirement

Airport IQ will operate on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser.

2.0 Login Process

DOAV will provide sponsors a user name and password unique to each airport. The user name will allow a sponsor to view general information on the sponsor's airport, enter project funding requests, and submit project funding requests. A sponsor will only be able to view information and access project funding requests for the sponsor's airport.

2.1 How to Login

Once the website has been accessed, the login screen will appear. The login screen contains a field for a user name, a field for a password, a login button, and a link for changing a password.

To login:

1. Enter user name.
2. Enter password.
3. Click on the login button.

Once the login process is complete, Airport IQ will open to the General Information module.

2.2 How to Logout

Sponsors can leave Airport IQ by logging out of the program or by exiting the website. If a sponsor logs out of the program, the sponsor will be returned to the login screen. This option is useful if a sponsor needs to end a work session and then return in a short time period. If a sponsor exits the website and then needs to return to the program, the sponsor will need open the application website.

To logout of Airport IQ, click on the Logout button at the far right of the menu bar.

2.2.1 Time Out Period

If no activity takes place with Airport IQ for 20 minutes, the program will logout the user. When new activity is attempted, the system will prompt the user to login by opening the login screen.

2.3 Passwords

Every sponsor has been assigned a unique user name and password. These must be used the first time a sponsor logs into Airport IQ. Sponsors are encouraged to change their passwords once they begin using Airport IQ. Passwords in Airport IQ are case sensitive, should have a minimum of 4 characters, and have a maximum of 34 characters.

To change a password:

1. Click on the change password link located to the right of the Login button on the login screen.
2. Enter the current password in the second field titled Old Password
3. Enter the new password in the third field titled New Password
4. Enter the new password in the forth field titled Confirm
5. Click on the Change Password button

After the password change has been completed, Airport IQ will open to the General Information module.

If a sponsor has problems with a password, the sponsor should contact DOAV to have the password reset. Once in Airport IQ with the reset password, the sponsor should change the password.

If a sponsor wants the airport consultant to be assigned a user name and password for use in assisting the sponsor with funding requests, the sponsor must provide DOAV with a written request that includes the firm name and the name, address, email address and phone number of the contact at the firm. The request may be made by mail or email.

3.0 Application Process

Sponsors will enter project funding requests and submit these requests using the Grant Requests module. This module can be accessed by moving the cursor over the words Grant Requests in the navigation bar; do not try to click on the module as if it were a button. A flyout menu with the choices Grant Requests and Process Management will appear. The Grant Requests choice will be used for entering and submitting project funding requests. The Process Management choice will be used for uploading supporting documentation. To open Grant Requests or Process Management, click on the choice.

The Grant Requests choice screen contains three sections. The top section of the screen offers filtering options for project status, project type, and fiscal years. This section also includes a green plus button for adding projects and a red x button for deleting projects. The middle section of the screen displays the following information for each project, in a tabular format:

- program year
- project name
- project status
- project type
- dollar amount of requested FAA funding
- dollar amount of requested state funding
- dollar amount of requested local funding
- total funding request

Totals for the requested funding sources and project costs are also displayed in this section. The bottom section of the screen contains three buttons. The Submit button on the left will be used to submit projects to DOAV for evaluation and recommendation. The middle button is the Options button that will allow a sponsor to browse a database and generate a report of entered projects. The CIP Data button on the right will be used to open the Edit CIP Data box so project data can be entered.

The Process Management choice screen contains three sections. The top section of the screen offers filtering options for project type and project status. The middle section of the screen displays the following information for each project, in a tabular format:

- project name
- program year
- project status

The table also has columns for project number and category, but they are not used for project entry and submittal in Virginia' version of Airport IQ.

The bottom section provides a listing of the uploaded documents in the following categories:

- pay requests

-
- plans and specs
 - correspondence
 - project sketches
 - pre-application documents

Within each category, the following information is provided, in tabular format:

- document type
- author
- document title
- published date
- comment
- location

The table also contains a column for marking documents for deletion and a link for viewing a document once it has been added to Airport IQ.

Each category forms a header bar in the table. At the far right of each header bar is a green plus button to be used for adding documents.

3.1 How to Add a Project Request

Sponsors need to open the Grant Requests choice to enter project funding requests. The first time projects are entered or if all entered projects have been submitted, the table will be empty, the total line will carry zeros, and the CIP Data button will be inactive.

To add a project:

1. Click on the green plus button at the far right of the first section of the Grant Request screen.
2. Enter the project name into the Add Project popup box.
3. Click on the black x button to close the box.

Example project name: runway rehabilitation (design/construction)

The project name will be added to the middle section of the Grant Requests screen, while the program year is still blank and the dollar amounts are still zeros.

Project data is added through the Edit CIP Data popup box, which contains two sections. The first section has fields for:

- project name
- funding year
- project type (capital, facilities and equipment, etc)
- project description

The second section has field for the following, in tabular format:

- FAA funding requested
- state air carrier and reliever discretionary funding
- state general aviation discretionary funding
- local funding

The final column is for the total funding requested. This total figure is calculated by Airport IQ.

To add project information:

1. Click on the project from the project listing in the middle section of the Grant Requests screen.
2. Click on the CIP Data button.
3. Enter the fiscal year into the Funding Year field.
4. Select the project type from the Project Type drop-down box.
5. (optional) Enter the project narrative in the description field.
6. Enter the amount of federal, state, and local funding, as appropriate, being requested for the project
7. Click on the red x to close the Edit CIP Data popup box.

When entering dollar amounts, users should keep in mind the following:

- The total funding requested will be calculated by Airport IQ.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.

The project information will be added to the middle section of the Grant Requests screen.

3.2 How to Add Supporting Documentation

Sponsors must provide electronic copies of the required supporting documentation for all project requests. Information on the supporting documentation needed for the various funding programs can be found in DOAV's *Airport Program Manual*. DOAV will provide sponsor with naming conventions for the supporting documents.

Sponsors need to open the Process Management choice to add supporting documents to Airport IQ.

Supporting documents are added through the Add Document popup box. The box contains:

- document type drop down box

-
- location drop down box
 - file field
 - Browser button
 - comments field
 - Save button on the near right
 - Cancel button on the far right

To add supporting documentation:

1. Click on the project from the project listing in the middle section of the Process Management screen.
2. Click on the green plus button on the far right of the header row for the Pre-Application Documents category.
3. Select the document type from the Document Type drop-down box.
4. Select the location of electronic copy from the Location drop-down box.
5. Click on the Browse button to access a file directory.
6. Select the file to be added.
7. Click the Open button.
8. Click on the Save button after the file information shows in the file field.

The document listing will be added to the middle section of the Process Management screen.

To view a document, click on the View link in the last column.

When adding documents, users should keep in mind the following:

- For a document that relates to all projects, such as a project sketch or obstruction certification, the document only has to be added with the first entered project.
- For a document that relates to more than one project but not all projects, such as an environmental finding document for two projects, the document may be added only once if the name of the file includes all the related projects.

To delete a document:

1. Click on the project from the project listing in the middle section of the Process Management screen.
2. Click on the box in the Delete column under the document category header row.
3. Click on the red x button on the far right of the blue bar over the first document category header row.
4. Click OK on the delete selection popup box.

3.3 How to Generate Reports of Projects and Documents

Once projects are submitted for DOAV evaluation, the project data and supporting documents will no longer be in Grant Requests module, and sponsors will not be able to access the data or documents. Sponsors are encouraged to generate and save a

Capital Improvement Program Report and a Project Document Library report for their records before projects are submitted. A Capital Improvement Program Report lists all projects added to but not submitted into Airport IQ and is generated through the Grant Requests screen. A Project Document Library report lists all documents for one project and is generated through the Process Management screen. This report should be run for each project being submitted.

To generate a Capital Improvement Program Report:

1. Click on the Options button.
2. Move the cursor over Reports in the flyout menu.
3. Click on CIP Report in the second flyout menu.

Note: The other choice in the first flyout menu is Browsers. The other choice in the second flyout menu is CIP Project Summary Report.

The Capital Improvement Program Report displays the following information for each project, in a tabular format:

- program year
- project name
- project status
- project type
- dollar amount of requested FAA funding
- dollar amount of requested state funding
- dollar amount of requested local funding
- total funding request

Projects for a fiscal year are grouped under a subheading row, and a sub-total of funding requests is calculated and displayed for each fiscal year. A total of all funding requests is calculated and displayed as the last row of the table. A report generation date and page numbers are in a document footer.

To generate a Project Document Library report, click on the Report button in the lower right corner of the Process Management screen.

A Project Document Library report displays the following information for a project, in a tabular format:

- document type
- document title
- location
- author
- date document added
- comments

A report generation date and page numbers are in a document footer.

3.4 How to Submit a Project Request

Sponsors need to open the Grant Requests choice to enter project funding requests. Part of this process is the certification of an airport's obstruction-free status. After the Submit button is selected, the Certification popup box will open. The certification box contains the following language:

I herby certify that documentation that shows the airport is free and clear of obstructions to navigational airspace in accordance with FAR Part 77, FAA Advisory Circular 150/5300-13 (Change 9), Runway End Siting Requirements and Virginia Aviation Regulation, Section 5-20-140 has been submitted with this request to the Virginia Department of Aviation.

--OR--

The project(s) requested are to remove obstructions so to bring the airport into compliance with FAR Part 77, FAA Threshold Siting Criteria, Advisory Circular 150/5300-13 and Virginia Aviation Regulation, Section 5-20-140 or resolve a safe for flight issue on the airport.

To submit project requests:

1. Click on the projects to be submitted.
2. Click on the Submit button.
3. Read the certification language and click OK as appropriate.

When submitting projects, users should keep in mind the following:

- Projects may be submitted individually.
- Multiple projects may be submitted at one time by using the Control key to highlight all appropriate projects.
- Once projects are submitted, the project information no longer appears on the Grant Requests screen.

3.5 How to Delete a Project

Sponsors may delete a project from the Grant Requests module. This can only be done before a project is submitted.

To delete a project request:

1. Click on the project from the project listing in the middle section of the Grant Management screen.
2. Click on the red x button on the far right of the top section of the Grant Management screen.
3. Click OK on the delete selection popup box.

If a sponsor wants or needs to withdraw a project after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written request to withdraw the project. The request may be made by mail or email.

4.0 Quick Steps to Add a Project Request

1. login to Airport IQ using the sponsor's username and password
2. select airport from airport drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests choice
5. click on the green plus button
6. enter the name of the project in the Add Project box
7. click on the black x
8. select the new project from the list of projects
9. click on the CIP Data button at the bottom right of the screen
10. enter the fiscal year
11. select the project type from the drop-down box
12. enter the dollar amount for each of the funding sources from which funds are requested
13. click on the black x
14. select Process Management choice
15. select the project
16. choose the document category
17. click on the green plus button for Pre-Application Documents
18. select a document type
19. click on the Browse button to access a file directory
20. select the document to be added
21. click on the Save button
22. click on the black x
23. repeat for each project

5.0 Quick Steps to Submit a Project Request

1. select all projects to be submitted
2. click the Submit button at the bottom left of the screen
3. click OK on the obstruction certification popup box